

TRANSFER OF CUSTODY

6233

(May 2003)

Responsibility

All

The transfer of ward custody between cooperating agencies is a serious undertaking and must be regulated to ensure that custody of wards is maintained at all times, and that each work supervisor is fully aware of each ward under his/her authority. All transfers of custody will be in person between staff of the agencies involved. The employees of each agency shall count the wards at the time and place of the transfer of custody, either by counting them on to the vehicle taking them to work, or as a group of workers if they walk to the project. Transfer of ward custody must be maintained between all agencies involved. Under limited circumstances, ward crews may be supervised by full-time staff of a city, county, state, or federal agency providing project work. This is only, however, when specifically authorized by the CYA Camp Superintendent and CDF Division Chief, and the person assigned has been instructed in the supervision of wards. (Refer to [Section 6262](#))

CAMP WORK CREW LIST

6233.1

(May 2003)

Responsibility

Division Chief

CYA staff will submit to CDF, prior to the beginning of the workday, a crew list which will contain the names, numbers, and assignments of each ward assigned to the conservation camp. The list will also contain the name of the Fire Crew Captain assigned to each fire crew and the crew's work location on the work day.

PROVIDING CUSTODIAL INFORMATION AND PHOTO

6233.2

(May 2003)

Responsibility

Camp Superintendent

As wards arrive at camp, CYA will provide the ward's name and number to CDF staff. In addition, photos of each inmate sufficient to meet CDF custodial needs will be provided. It is required that a photograph identification be conducted by the person accepting the ward at time of transfer. The person transferring custody will record the transfer on the daily crew roster. Upon completion of the custody transfer, the person accepting responsibility for the ward(s) will be provided a packet containing a picture of each ward with his name and YA#. This packet shall remain at all times in the possession of the person who has custody of the ward(s). It is to be reviewed to the staff person in charge of the living unit when the crew returns to camp.

WARD ORIENTATION

6233.3

(May 2003)

Responsibility

Division Chief Superintendent

Each ward assigned to a camp will receive orientation by the CYA Superintendent and CDF Division Chief, or their designee, upon arrival in the camp. The orientation will cover the following subjects as a minimum: camp living rules, work ethics, camp limits, expectations of the Camp Work Program, program availability, clothing issue and any other pertinent subjects. (See [Section 6212.](#))

DUTY STATEMENTS/CREW ORIENTATION

6233.4

(May 2003)

Responsibility

Division Chief Superintendent

Each ward will be assigned a specific job within the camp and will be given the appropriate orientation and safety training for the position. A written duty statement will be given to each ward with a copy signed by the ward and placed in the ward's work/training file.

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)